

I strongly support the decision of those Secretaries who have concluded that they do not need an executive dining room for the conduct of their agencies' business and have closed and converted them to other uses. I therefore am requesting the other heads of agencies to review their official needs and close voluntarily executive dining facilities that are not essential for the regular conduct of Government business.

**Section 2. Conferences**

The public interest requires that agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, agencies are not to select conference sites without evaluating the cost differences of prospective locations. When agency representatives attend conferences sponsored by others, the agency must keep its representation to a minimum consistent with serving the public's interest. The Office of Management and Budget, after consultation with the agencies, will issue further directives necessary to implement this requirement.

**William J. Clinton**

**Memorandum on Restriction of Government Aircraft**

*February 10, 1993*

*Memorandum for the Heads of Executive Departments and Agencies and Employees of the Executive Office of the President*

*Subject: Restricted Use of Government Aircraft*

The taxpayers should pay no more than absolutely necessary to transport Government officials. The public should only be asked to fund necessities, not luxuries, for its public servants. I describe in this memorandum the limited circumstances under which senior executive branch officials are authorized to use Government aircraft.

In general, Government aircraft (either military or owned and operated by a particular agency) shall not be used for nongovernmental purposes. Uses other than those that constitute the discharge of an agency's official responsibilities are nongovernmental.

The Secretary of State, Secretary of Defense, Attorney General, Director of the

Federal Bureau of Investigation, and the Director of Central Intelligence may use Government aircraft for nongovernmental purposes, but only upon reimbursement at "full coach fare" and with my authorization (or that of my designated representative) on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available, i.e., able to meet the traveler's departure and/or arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of Government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization must be in accordance with the May 22, 1992, Office of Management and Budget Circular A-126, "Improving the Management and Use of Government Aircraft." (The provisions and definitions of this Circular are to supplement but not replace the provisions in this memorandum.) In addition, Government funds shall not be used to pay for first-class travel, unless no other commercial service is reasonably available, or such travel is necessary for reasons of disability or medical condition.

In order to assist the Administrator of General Services oversight of agency aircraft, all use of Government aircraft by senior executive branch officials shall be documented and such documentation shall be disclosed to the public upon request unless classified. Each agency and the Executive Office of the President shall report semiannually to the General Services Administration and the Office of Management and Budget data relating to the amount of travel on Government aircraft by such officials at Government expense and the amount of reimbursements collected for travel for nongovernmental purposes.

In addition, all agencies are directed to report to OMB within 60 days of this memorandum on their continuing need for aircraft configured for passenger use in their inven-

tories. OMB, in turn, shall evaluate the sufficiency and effectiveness of current policies. Such review should include a public comment process.

This memorandum shall apply solely to senior executive branch officials. For purposes of this memorandum, senior executive branch officials are civilian officials appointed by the President with the advice and consent of the Senate, as well as civilian employees of the Executive Office of the President.

Thank you for your assistance in implementing these restrictions.

**William J. Clinton**

### **Memorandum on Use of Government Vehicles**

*February 10, 1993*

*Memorandum for the Heads of Executive Departments and Agencies*

*Subject: Use of Government Vehicles*

The use of Government vehicles for daily home-to-work transportation of high-level executive branch officials is a privilege designed to facilitate the efficient operation of the Government and to provide security to key Government employees with substantial military and national security responsibilities. In the past, however, this privilege has been abused by certain executive branch officials and has come to exemplify a Government out of touch with the American people. Using such perquisites of office outside of the scope of our mission to serve the public is unacceptable. Accordingly, I believe that there must be a strong presumption against the general granting of this privilege absent security concerns or compelling operational necessity.

The law authorizes me to designate up to six employees in the Executive Office of the President to receive daily home-to-work transportation in Government vehicles. In addition, the law allows me to designate up to 10 additional employees of Federal agencies to receive this benefit. However, for the reasons stated above, in my Administration,

no officer or employee of the Executive Office of the President or any other Federal agency is authorized by me to receive use of a Government vehicle for daily home-to-work transportation pursuant to 31 U.S.C. 1344(b)(1)(B)&(C). The only exceptions, for compelling national security reasons, are the Assistant to the President for National Security Affairs, the Deputy Assistant to the President for National Security Affairs, and the Chief of Staff of the White House.

The law also allows Cabinet Secretaries and other Executive Level I officials to authorize one principal deputy to use a Government vehicle for daily home-to-work transportation. The use of Government vehicles for this purpose is simply not appropriate for Government officials at this level absent security or operational requirements. Accordingly, by this memorandum I am instructing you to refrain from authorizing the use of Government vehicles for your deputies for daily home-to-work transportation. This memorandum does not prevent you from authorizing the temporary use of Government vehicles in accordance with the requirements of the law.

I further direct each executive department or agency to reduce the number of executive motor vehicles (except armored vehicles) that it owns or leases by at least 50 percent by the end of fiscal year 1993. Each agency will report on its compliance to the Director of the Office of Management and Budget at that time. I order the Director of the Office of Management and Budget, in consultation with the Administrator of General Services, to issue any further directives necessary to implement this memorandum and to monitor compliance.

Finally, I urge the head of each agency to strictly enforce the Governmentwide regulations prohibiting the unauthorized use of Government vehicles, including the use of corrective or disciplinary action where appropriate.

**William J. Clinton**